

**1 AUGUST 2001**

**Security**



**ANDREWS AFB MOTOR VEHICLE TRAFFIC  
SUPERVISION**

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This instruction establishes the rules for the operation of vehicles and the conduct of pedestrians on Andrews AFB and is herein referred to as Andrews AFB Traffic Code. Any reference to Andrews AFB within this instruction is to include any property under the jurisdiction of the commander, Andrews AFB. This instruction implements AFI 31-204, *Motor Vehicle Traffic Supervision*, and it applies to all civilian and military personnel on Andrews AFB. This instruction is affected by the Privacy Act of 1974 and is authorized by 10 USC 3012 and 44 USC 3101.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.** This revision required a complete rewrite to incorporate changes directed by AFI 31-205, 3 Apr 97. Specific changes are as follows: Adds security forces (SF) responsibilities to enforce traffic laws and manage traffic program. Adds specific instances resulting in suspension of driving privileges and provides guidelines on citation rebuttal process. Establishes use of the DD Form 1408, **Armed Forces Traffic Ticket**, and a point system for all parking violations. Adds guidelines on street, traffic, and parking signs and expands procedures for reserved parking and enforcement. Adds traffic complaint procedures. Specifies age and weight requirements for children in safety seats. Provides new guidelines on recreational vehicles (RVs) in the housing areas. Deletes the AF Form 787, **Handicapped Person Vehicle Decal**. Adds new paragraph for operation of bicycles on Andrews and includes the mandatory wear of safety helmets as directed by AFI 91-207, *The US Air Force Traffic Safety Program*. Sets procedures on impounding, towing, and abandoned vehicles to conform to the requirements of AFI 31-204. Adds new guidelines on pedestrian traffic and repossession of vehicles. Adds specific motorcycle requirements. This revision also adds guidance on restricted parking for Summerfield housing.

**1. Responsibilities.**

- 1.1. Vehicle operators are responsible to ensure they, and the vehicles they operate, comply with the provisions of the State of Maryland Vehicle Law (MVL), this instruction, and AFI 31-204.
- 1.2. Unit commanders are responsible for:
  - 1.2.1. Conducting inquiries and administering disciplinary and/or administrative action to subordinates who are cited for violating established traffic instructions.
  - 1.2.2. Placing this instruction in a location accessible to all personnel and periodically ensuring that all personnel are aware this code governs all vehicles and pedestrians on Andrews AFB.
  - 1.2.3. Ensuring personnel departing Andrews AFB due to PCS, retirement, or separation comply with section 9.3. before out-processing.
  - 1.2.4. Ensuring first sergeants periodically check parking lots around assigned dormitories to ensure unit personnel comply with requirements to register and maintain a privately owned vehicle (POV) IAW this publication.
  - 1.2.5. Ensuring all unit personnel register their motor vehicle within 30 days of arrival on base and maintain registration throughout their tour. Unit vehicle registration personnel maintain accountability of registration records and vehicle registration decals.
- 1.3. The 89th Civil Engineer Squadron (89 CES) Housing Office will ensure termination procedures for on-base quarters include the removal of vehicles before termination of quarters is completed.
- 1.4. The 89th Transportation Squadron (89 TRANS) will assist with safety related traffic problems by providing tow trucks, forklifts, flat beds, etc.
- 1.5. The 89th Security Forces Squadron (89 SFS) will enforce traffic laws and manage the traffic program.

## 2. Requirements for driving privileges:

- 2.1. Driving a government owned vehicle (GOV) or POV on Andrews AFB is a privilege granted by the installation commander.
- 2.2. Personnel operating POVs on Andrews AFB will have a current state driver's license or permit, valid vehicle registration and current proof of insurance in their possession at all time. Vehicle drivers not in possession of these required items will not operate motor vehicles on Andrews AFB. If a vehicle driver is detained on base due to a violation of this section, it will be their responsibility to correct the problem before operating the vehicle on base. The vehicle must be parked in an area where it does not interfere with traffic flow and removed as soon as possible. Abandoned vehicle procedures will be initiated for vehicles left for 72 hours without registration. The vehicle will be towed immediately if it causes traffic/parking problems.
- 2.3. Vehicle operators entering the installation who do not possess DOD identification must produce a current state driver's license or permit and valid vehicle registration. Vehicle operators are required to obtain an AAFB Form 33, **Visitor's Pass**, from the Visitor Control Center prior to entering the base. During non-duty hours, the main gate entry controller will issue an AAFB Form 33. Vehicle operators with passengers in the vehicle who have identification cards authorizing sponsorship privileges will be allowed to proceed after showing a current state driver's license.

2.4. Personnel will have in their possession a current state driver's license and an AF Form 2293, **U.S. Air Force Motor Vehicle Operator Identification Card**, when operating all government vehicles. Also, an AF Form 483, **Certificate of Competency**, is required when operating vehicles on the flight line.

2.5. Personnel operating a two-wheeled motor vehicle will have a current motor vehicle driver's license, motorcycle endorsement, or moped operator's permit, as applicable by their licensing state.

3. The installation commander or appointee(s) may suspend or revoke all installation driving privileges and deny POV registration for lawful reasons. The 89th Support Group Commander (89 SPTG/CC) is the appointed official for this action. When a member's license is suspended or revoked, their AF Form 2293 will be turned into the 89 TRANS/LGTO, Vehicle Licensing section within 3 duty days.

3.1. Installation driving privileges will be immediately revoked for a period of 1 year for the following:

3.1.1. Refusal to take or complete a lawfully requested chemical test.

3.1.2. Fleeing the scene of an accident involving death or personal injury (hit & run).

3.1.3. Driving (military and civilian operators) with a blood alcohol content of .10% by volume or greater.

3.1.3.1. All reserve and guard members apprehended for driving while intoxicated (DWI) on weekends contiguous with their active duty orders, even though the orders may be expired, will be charged via DD Form 1408, **Armed Forces Traffic Ticket**.

3.1.3.2. Civilians will be charged, via DD Form 1805, **United States District Court Violation Notice**, with DWI per Maryland Vehicle Law.

3.1.3.3. All active duty personnel will be charged with DWI via DD Form 1408.

3.1.3.4. All reserve and guard members not on active duty orders will be charged via the DD Form 1805 in accordance with Maryland Vehicle Law.

3.1.4. State driver's license and/or state vehicle registration expired for more than 90 days.

3.1.5. For personnel who receive four non-moving violations within a 12-month period.

3.1.6. Accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months.

3.2. Installation driving privileges will be immediately suspended for a period of 6 months for the following:

3.2.1. Military drivers with a blood alcohol content between .05% and .09% will be charged with driving under the influence (DUI). Civilian drivers with a blood alcohol content between .07% and .09% blood alcohol by volume will be charged with driving while impaired DUI.

3.2.2. Conviction of fleeing or attempting to elude a police officer.

3.3. The installation commander has authorized unit commanders to suspend driving privileges of personnel assigned to their units for traffic violations for a period not to exceed 30 days.

3.4. Vehicle operators cited for illegal parking in a designated handicapped space or zone will:

3.4.1. Lose their installation driving privileges for a period of 7 days from receipt of the driving privilege revocation letter for the first offense.

3.4.2. Be issued the appropriate citation.

3.4.3. Lose installation driving privileges for a period of 30 days from receipt of the driving privilege revocation letter for a second offense.

3.5. Individuals arrested for operating a motor vehicle while under the influence (DWI/DUI) by civilian law enforcement authorities will be transported to the Law Enforcement Desk (LED)/Bldg. 1845, by their first sergeant or commander, within 12 hours from release from civil custody. A driving privilege revocation letter will be served to the individual at this time.

3.5.1. Unless accompanied by dependents, the base vehicle registration, DD Form 2220, **DOD Registered Vehicle Decal**, AF Form 2219, **Registered Vehicle Expiration**, and installation tab will be removed immediately. The individual will be required to proceed, no later than the next duty day, to their unit orderly room or the Visitor Control Center to deregister the vehicle.

**4. DD Form 1408:** If an Air Force member or a member of one of the other services assigned to Andrews AFB, wishes to appeal or rebut a traffic citation, they will submit a written rebuttal to their unit commander within 10 days after receiving the citation. Unit commanders who determine the violation was committed will disapprove the rebuttal at the unit level. Annotate the citation with finding of guilty with traffic points assessed. If the unit commander determines there is a basis for the rebuttal, they then send the rebuttal to the 89 SFS Reports and Analysis Section (89 SFS/SFAA) for processing. After reviewing and endorsing the rebuttal, the chief, security forces (CSF) will recommend approval or disapproval and send the recommendation to the 89 SPTG/CC. The 89 SPTG/CC makes the decision and sends it to 89 SFS/SFAA. The 89 SFS/SFAA will notify the individual of the findings.

4.1. DD Form 1805: All DD Form 1805 rebuttals will be brought before the Federal magistrate.

4.2. Limited Privileges Requests.

4.2.1. Persons that have had their on-base driving privileges revoked or suspended may request limited driving privileges. This is accomplished through a written request to the 89 SPTG/CC and must be endorsed by the requester's commander. The letter should state the reason for the limited privileges and the location on base to where the individual requests to go. If endorsed by the unit commander, the letter will be forwarded to 89 SFS/SFAA.

4.2.2. 89 SFS/SFAA will review the case and forward to the CSF for recommendation. The letter will then be forwarded to the 89 SPTG/CC, through the base legal office.

4.2.3. The 89 SPTG/CC makes the final determination on the request. The letter is then returned to the 89 SFS/SFAA, where the original letter and the 89 SPTG/CC ruling are filed and the Base Revocation/Suspension List is then annotated.

4.2.4. A copy of the letter and 89 SPTG/CC ruling will be forwarded to the requester by 89 SFS/SFAA.

**5. DD Form 1408:** If an Air Force member or a member of one of the other services assigned to Andrews AFB, wishes to request an administrative hearing, they will submit a written request within 10 days of receiving the citation. The 89 SPTG Deputy Commander (89 SPTG/CD) will be the chairperson for administrative hearings.

5.1. DD Form 1805: Recipients of DD Form 1805 will be referred to the US Magistrate.

6. Persons accepting installation driving privileges shall be deemed to have given their consent to evidential tests for alcohol or other drug content of their breath, blood and/or urine. This consent applies if lawfully stopped, apprehended, or cited for any offense allegedly committed while driving or in physical control of a motor vehicle on the installation while under the influence of intoxicants.

6.1. "Actual Physical Control" of a vehicle is determined by an inebriated individual's threat to the safety of the public. Patrolmen use discretion in determining if an individual is using the vehicle as a shelter until fit to drive or if it is reasonable to assume the individual will attempt to operate the vehicle while under the influence.

6.2. The following factors are considered in establishing "physical control":

6.2.1. Whether the engine is running or ignition is on;

6.2.2. Where and what position the person is in when found in the vehicle;

6.2.3. Whether the person is awake or asleep;

6.2.4. Where the vehicle's ignition is located;

6.2.5. Whether the vehicle's headlights are on;

6.2.6. Whether the vehicle is located on the roadway or legally parked.

7. Registration plates will be properly displayed and secured in a horizontal position to the vehicle to which it is issued, and will be maintained in a manner to be clearly seen.

7.1. Any privately owned or commercial vehicle operated on the installation must have current state registration and all personnel that operate a vehicle on the installation must have a valid driver's license. Personnel will ensure driver's license and vehicle registration laws from the state to which the person is licensed and vehicle registered are adhered to.

7.2. Personnel possessing an expired driver's license will be cited.

7.2.1. Personnel who live on base will be instructed to park their vehicle in the nearest parking lot until they can get a licensed driver to move the vehicle.

7.2.2. Personnel who do not live on base will be instructed not to operate a vehicle on the base and to remove their vehicle from base.

7.3. Personnel with an expired vehicle registration will be cited.

7.3.1. Personnel who live on the base will be instructed to park their vehicle at their residence and not operate the vehicle until it is properly registered.

7.3.2. Personnel who do not live on the base will be instructed to remove the vehicle from the base and will not be allowed to bring the vehicle onto the base until it is properly registered.

7.4. Personnel in procession of and/or driving a vehicle with a suspended, canceled or revoked driver's license will be cited. The vehicle will be towed unless a licensed driver is readily available.

7.5. Personnel operating a vehicle with a suspended, canceled or revoked registration will be cited and the vehicle towed.

**8. It is unlawful for any person to:**

- 8.1. Display, permit to be displayed, or have in their possession any canceled, revoked, suspended, fictitious, or fraudulently altered vehicle registration, driver's license, base decal, temporary permit, flight line decal, and/or state license plate.
- 8.2. Lend their permanent base decal, temporary vehicle permit, vehicle registration, or state license to any individual, or knowingly permit the use by another.
- 8.3. Display or use a permanent base decal, a temporary vehicle permit, a vehicle registration, or a state license plate not issued to them.

9. All personnel assigned to Andrews AFB will register their vehicle(s) with their unit personnel office or at the Visitor Control Center within 3 duty days of assignment. This is to include those already assigned, those who have purchased a new vehicle, or newly assigned personnel arriving on permanent change of station orders with a POV.

- 9.1. All motorcycles must be registered at the Visitor Control Center.
- 9.2. Retired personnel who register their vehicles (optional) must do so at the Visitor Control Center.
- 9.3. When personnel depart on PCS assignment or retire outside of the national capital region or separate they must turn in their DD Form 2220 at the location the decal was issued.
- 9.4. All vehicles registered from Andrews AFB will have the DD Form 2220, DD Form 2219, and the installation tab placed on the lower left corner of their front windshield, or centered on the upper portion of their windshield or on the front left bumper of the vehicle. The decals must be plainly visible. The operator is responsible to ensure the decal is clear of any dirt, mud snow or ice.

10. The 89 SFS, under the supervision of the CSF is responsible for the enforcement of all traffic laws and instructions on this installation. The CSF has designated the 89 SFS Administration Superintendent (89 SFS/SFA) as the installation-voiding official. All personnel requesting to void a DD Form 1805 must coordinate this action through the 89 SFS/SFA for approval and routing to Central Violations Bureau.

- 10.1. It is unlawful to interfere with any SF member while they are performing official duties.
- 10.2. The following personnel who commit a moving traffic violation will be issued citation(s) via DD Form 1408:
  - 10.2.1. All active duty personnel, regardless of military branch or assignment location.
  - 10.2.2. All reservists on active duty or weekend drill duty.
- 10.3. The following personnel who commit a moving traffic violation will be issued citation(s) via DD Form 1805:
  - 10.3.1. Civilians.
  - 10.3.2. All reservists not on active duty or weekend drill duty.
- 10.4. Parking Citations (non-moving citations):
  - 10.4.1. DD Form 1408 will be used to cite all parking violations for military or reservist on active duty or weekend drill duty.

10.4.2. DD Form 1805 will be used to cite all parking violations for civilian or reservist not on active duty or weekend drill duty.

10.5. Rules of the road. The traffic laws of the State of Maryland are formally adopted as the traffic laws governing Andrews AFB MD, except when they conflict with existing federal laws, DOD instructions, Air Mobility Command (AMC) instructions, AFI 31-204, this instruction, or directives of the 89 AW/CC.

10.6. Traffic Complaints. Individuals who witness a serious traffic violation may report it by contacting the LED at 301-981-2001. The desk sergeant will complete the AAFB Form 250, **Traffic Complaint**, and forward it to the vehicle owner's unit for information and/or action. After the fourth complaint, a DD Form 1408 will be issued by 89 SFS/SFO to the vehicle owner.

10.7. Personnel will not operate a vehicle were the sound system can be heard outside the vehicle from 50 or more feet.

11. No person shall drive a vehicle on a street, highway, or roadway at a speed greater than the posted speed limit or than is reasonable and prudent for existing conditions and will have regard for the actual and potential hazards that exist.

11.1. The speed limits specified in this paragraph will be the maximum lawful speeds allowed on Andrews AFB regardless of the situation.

11.1.1. On base (unless otherwise posted or herein specified)-25 MPH

11.1.2. Family quarters area, entrance to installation gates-15 MPH

11.1.3. Parking lots, alleyways, industrial areas-10 MPH

11.2. Flight Line/Taxi ways:

11.2.1. General purpose vehicles-15 MPH

11.2.2. Special purpose vehicles-10 MPH

11.2.3. Within 50 feet of parked aircraft-10 MPH

11.2.4. Within 25 feet of parked aircraft-15 MPH

11.2.5. Inside warehouses, hangars, etc.-5 MPH

11.2.6. "FOLLOW ME" vehicles on the flight line are authorized to exceed the speed limits to accommodate the optimum safe taxiing speed of aircraft.

12. Children under 10 years of age (YOA) will not be permitted to remain inside any unattended motor vehicle unless supervised by a responsible person at least 13 YOA.

12.1. At no time will a motor vehicle be left with the engine running without the operator being within 5 feet of that vehicle. This does not apply to emergency vehicles.

13. Unsafe or Defective Vehicles. Operation of unsafe or defective vehicles in violation of Title 22 of the MVL will not be permitted on Andrews AFB.

14. On Andrews AFB, major POV repairs will only be performed at the auto hobby shop or an authorized base exchange garage. A major repair is any repair that cannot be completed in one hour.

14.1. Maintenance of vehicles in the housing or dormitory areas will be limited to minor repairs. Roadways and industrial parking spaces will not be used for maintenance purposes except in emergencies.

15. All motor vehicles being driven on base will stop at the entry control point until directed to proceed by the security forces entry controller.

15.1. The Main, West, North, and Virginia Avenue entry control points are the only authorized day-to-day entrance and exit points for motor vehicles. The installation commander directs gate hours.

15.2. Entry is permitted to all marked government vehicles and rental vehicles assigned to the 89 TRANS. The motor pool dispatcher will identify these rental vehicles with a 5"x 8" placard on the dashboard stating GOV VEH.

15.3. Personnel requesting entry onto the installation will be classified as UNSPONSORED or SPONSORED.

16. Go-carts, mini-bikes, dirt bikes, and stock cars will not be registered or operated on base. These vehicles may only be towed or hauled on base.

16.1. Stock cars and dirt bikes (racing type) will be plainly marked and have the identification of the owner posted on or inside the vehicle.

17. Overtaking Troop Formations or Marching Troops. All vehicular traffic will yield to transient troop formations. Passing is permitted at the direction of the troop commander and the vehicle speed will not exceed 5 mph.

18. Seeded Areas. Vehicles will not be driven or parked on grass or seeded areas unless specifically required for job performance, emergencies, or as directed by SF.

19. Operators and passengers of two- and three-wheel motor vehicles must wear Department of Transportation (DOT) approved protective helmets, securely fastened under the chin. Each operator and passenger will wear a face shield or snap-on visor made of shatter resistant, transparent material; hardened lens glasses or goggles. Operators will wear full fingered motorcycle gloves or mittens, closed toe shoes, long pants and a shirt that covers from the belt to the shoulders. Brightly colored or contrasting vest or jacket will be worn as an outer garment during the day and reflective during the night.

19.1. Individuals operating motorcycles will have in their possession a motorcycle safety course card issued from a military installation and/or motorcycle safety training center.

19.2. Head and tail lamps will be turned on at all times when the vehicle is operated.

**20. Using Headlamps.** Motor vehicles will use headlamps when persons and vehicles are not clearly visible 1,000 feet ahead or anytime the vehicle's windshield wipers are being operated.

21. Operators and passengers of government, commercial, and POVs will have their seatbelts and shoulder harness' fastened at all times while the vehicle is in motion. The number of people riding in a vehicle will be restricted to the designed seating capacity.

21.1. Use of child safety seats will be enforced in accordance with MVL 22-412. Children under 40 pounds/under 4 years of age will be placed in an approved, properly installed child safety seat.

22. Boats, RVs, and utility trailers will conform to state registration requirements. All RVs meeting the criteria of a self-propelled motor vehicle must also be registered on the installation.

22.1. Boats, RVs, and utility trailers owned by personnel who reside on Andrews AFB, will be stored in the designated boat and trailer storage area except small boats, which can be carried on top of or inside a motor vehicle.

22.1.1. When RVs are used as a primary means of transportation, individuals are permitted to park them in the housing area provided the vehicle does not create a safety hazard, impede normal traffic flow, or utilize more than one parking space.

22.1.2. Boats, RVs, and utility trailers may be parked in the housing areas up to 48 hours immediately prior to and upon return from trips. Area and block representatives will ensure this policy is adhered to.

22.1.3. Military personnel transiting through Andrews AFB may park their campers at the long term parking area adjacent base operations, in the west end of the parking lot, nearest to Arnold Avenue.

23. When a snow emergency is declared, any vehicle left on snow emergency routes will be towed away.

23.1. The designated roadways and emergency snow routes are:

23.1.1. Menoher Drive from Arnold Avenue to Perimeter Road.

23.1.2. All of Perimeter Road.

23.1.3. Arnold Avenue from Menoher Drive to North Perimeter Road.

23.1.4. All of Patrick Avenue.

23.1.5. Westover Drive from Main Gate to Arnold Avenue.

24. Jogging is only permitted on streets with a shoulder wide enough for the jogger to be off the road. Jogging is prohibited on the flight line.

24.1. Joggers will carry ID cards and will wear light colored clothing with reflective strips during hours of darkness.

24.2. Joggers will not wear headphone earplugs or any other device which impairs hearing while jogging.

25. Operators of these devices will not wear headphones, earplugs, or any other device which impairs hearing.

25.1. Users of these devices will yield the right of way to pedestrians when utilizing sidewalks and vehicles when on roadways.

25.2. Users of these devices are prohibited from holding on to any motor vehicle or bicycle in motion. Allowing animals to pull users of these devices on the street or sidewalk presents a safety hazard and is prohibited.

26. Any bicycle rider or passenger must wear a helmet that meets or exceeds the standards of the American National Standards Institute, the Snell Memorial Foundation's Standard, or the American Society of Testing and Measurement for Protective Headgear for use in bicycling.

26.1. Operators will ride in a single file with traffic and as far to the right of the roadway as possible.

26.2. Bicycle riders must obey the same traffic laws as motor vehicle operators.

26.3. Bicycles will not carry more persons at one time than the number it was designed and equipped to carry.

26.4. No person operating a bicycle shall carry any package, bundle, or article which prevents the rider from keeping one hand on the handlebars at all times. At no time will passengers ride on the handlebars of a bicycle.

26.5. Headphones, earplugs, and other devices which impair hearing will not be worn while riding a bicycle.

26.6. Bicycles must be equipped with the following safety equipment:

26.6.1. White front lamp visible at a distance of 500 feet during periods of limited visibility. Holding a flashlight or other device is unacceptable.

26.6.2. Red rear reflector visible (with light reflected on the reflector) at a distance of 600 feet during periods of limited visibility.

26.6.3. A bell/horn, or other audible device which can be heard at a distance of at least 100 feet.

27. Pedestrians must use sidewalks where provided. Do not walk adjacent to or on a roadway.

27.1. All vehicles will yield to pedestrians in crosswalks. Pedestrians have the right of way.

27.2. Soliciting rides (hitchhiking) is prohibited.

28. The Base Engineering Traffic Working Group (BETWG) controls reserved parking of vehicles on Andrews AFB. All requests for reserved parking will be forwarded via AF Form 332, **Civil Engineering Work Order Request** through base safety (89 AW/SE), 89 SFS, and Base Civil Engineering 89 CES/CEOE to the BETWG for consideration.

28.1. Reserved parking on Andrews AFB is limited to general officers, the installation commander, vice commander, chiefs of major staff agencies, and the command chief master sergeant. At the unit level, reserved spaces are limited to unit commanders and first sergeants.

28.2. At Malcolm Grow Medical Center, parking privileges are extended to the medical center commander, medical officer of the day, squadron section commander, and first sergeant.

28.3. Any other permanent/reserved-parking request, to include handicapped, visitor, and GOV space, will be reviewed by the BETWG for approval/disapproval.

28.4. Loading zones will be appropriately marked.

28.5. Security forces and fire department units performing official duties may park in any reserved parking areas, with exception of handicapped spaces, during emergency response or weapons and funds escort activities.

29. Reserved parking will be designated as "Parking by Permit." All reserved parking spaces must be pre-approved and physically identified by a numerical designator assigned by SFS.

29.1. Designations of parking spaces by name; grade or title is strictly prohibited, unless approved by the 89 SPTG/CC after consideration by the BETWG.

29.2. Permanent reserved parking spaces specifically designated for airman of the month, NCOs/officers of the quarter are not authorized. Commanders, however, may internally authorize the use of parking spaces allotted for the unit commander and first sergeant for such purposes.

29.3. Each unit on the installation will control requests for reserved parking around facilities for which they are responsible.

29.4. Naval Air Facility (NAF) will control reserved parking at buildings and facilities under their control. The NAF reserved parking will be controlled by the office of the NAF Security Officer.

29.5. Units request reserved parking spaces by submitting an AF Form 332. Only requests not exceeding the limitations of this instruction will be considered. Requests are initiated through 89 AW/SE.

29.5.1. 89 AW/SE, 89 SFS Operations (SFO), 89 CES/CEFT (Fire Dept) and 89 CES/CEOE must sign off in block 14 of reserved parking request work orders.

29.5.2. During the initial review of the work order request, 89 SFS/SFO will ensure the request does not exceed the limitations imposed by this traffic instruction and will assign numerical designators for each authorized parking space requested. This will be annotated in block #27 (Remarks Section) on the requester's AF Form 332. The designation will consist of the building number and the number of the authorized parking space. For instance, 1845-1 would indicate the commander's parking space and 1845-2 would indicate the first sergeant's parking space.

29.5.3. After coordination from all concerned agencies (89 AW/SE, 89 SFS, and 89 CES), the final draft of the AF Form 332 will be forwarded to the BETWG for consideration and disposition.

29.6. Handicapped Parking: Only vehicles prominently displaying one of the following media will be authorized to park in designated spaces reserved for the handicapped:

29.6.1. Handicapped special vehicle registration plates from any state.

29.6.2. Disabled driver/person parking permit placard (displayed on the dashboard or hung on mirror inside of vehicle).

29.7. Reserved parking for GOVs in support of the mission is authorized. Areas will be posted with the appropriate signs with time limits indicated on them.

29.8. Reserved parking spaces will be effective during normal duty hours only, except for GOVs and handicapped spaces.

29.9. A car pool is defined as two or more occupants. Car pool parking spaces will be assigned and designated signs posted by each organization.

29.10. Reserved VIP parking during special activities is the responsibility of the agencies hosting the activity.

29.11. Commanders and first sergeants may park their POVs in reserved GOV slots when on official business.

30. Each unit will be responsible for enforcing parking violations in areas under their control. The unit commander will designate a traffic warden in writing. A copy of this designation will be forwarded to 89 SFS/SFO. The prospective warden will contact SFO for a training appointment prior to issuing citations. Under no circumstances will traffic wardens attempt to enforce any traffic laws other than parking violations. A traffic warden's authority is strictly limited to the parking area for which their unit is responsible. Traffic wardens will contact the LED at extension 981-2001, for assistance should any problems or complaints arise due to their enforcement activities.

30.1. Traffic wardens will issue DD Form 1408 to violators. Citations will be completed in black ink in legible handwriting. Inappropriately completed citations will not be processed.

30.1.1. The pink violator's copy of the citation will be placed securely on the violator's vehicle.

30.1.2. Traffic wardens will forward the yellow and white copies of the DD Form 1408 to 89 SFS/SFA, through the LED, Bldg. 1845. Citations will be submitted within 24 hours of issuance.

30.2. Military family housing areas do not have reserved parking areas or spaces, unless specifically marked with metal signs. Occupants may park their POVs in front of assigned quarters on first come, first serve basis. Common courtesy will be the guiding rule regarding family housing parking.

30.2.1. The chief of housing and their assistant are authorized to issue parking citations in the housing area.

30.2.2. Family housing area parking complaints will be resolved through designated block representatives in coordination with the chief of housing and their assistant.

30.2.3. SF parking enforcement within the family housing area will be limited to violations which affect safety, violations of posted traffic and parking signs, and where violations impact normal traffic flow.

30.3. The 89 CES/CEFT Preventive Services section is authorized to issue parking citations for fire lane and fire hydrant violations anywhere on the installation.

30.4. All reserved parking infractions, regardless of military or civilian status of the violator, will be cited via DD Form 1408.

30.4.1. The penalty for illegally parking in an appropriately issued and marked reserved space will be the assessment of two traffic points.

30.4.2. The penalty for illegally parking in a marked space reserved for the handicapped will be the assessment of two traffic points and revocation of base driving privileges for 7 days for first offense and then 30 days for second offense.

31. Vehicles will park parallel to curbs on streets, roadways, and designated one-way access lanes, headed in the direction of traffic movement and will not impede the normal flow of traffic or emergency vehicle access. Where spaces are marked, vehicles must park between the designated lines.

31.1. In areas where there is no sign or yellow curb prohibiting parking, vehicle parking is allowed provided the vehicle does not impede traffic or emergency vehicle access to facilities or parking lots.

31.2. Bicycle and two-wheel vehicle operators can park their vehicles on striped safety zones in parking lots.

31.3. Individuals will not park vehicles within 15 feet of any building/quarters, except in designated parking spaces.

31.4. Individuals will not park vehicles within 4 feet of driveways or entrances/exits to any parking area. Vehicles will not block or impede traffic at parking lot entrance/exit access ways.

31.5. POVs advertised for sale:

31.5.1. POVs advertised for sale may be operated on base when the vehicle is the primary means of transportation, however, "For Sale" signs and window markings will not be positioned in windows while the vehicle is in operation to preclude a safety hazard.

31.5.2. POVs advertised for sale may be parked stationary for periods not exceeding 72 hours. POVs which will be parked in excess of 72-hours (vehicles which are not used as the owner's primary means of transportation) must be parked in the parking lot of building #4688/San Antonio Blvd.

31.5.3. POVs advertised for sale must have a current DD Form 2220 properly displayed or temporary base vehicle registration prominently displayed on the dashboard inside the vehicle.

31.5.4. All vehicles advertised for sale will have current vehicle registration and will have license plates affixed to the vehicle. Vehicles that do not have proper registration and mounted plates will be considered abandoned and may be towed at the owner's expense.

31.6. Penalty for parking violations will be assessment of one traffic point.

32. Street signs and traffic instruction signs will not be used to post advertisements of any kind.

32.1. The BETWG will authorize signs when any parking time limit is imposed.

32.2. Parking, traffic, and street signs will conform to the Manual on Uniform Traffic Control Devices for Streets and Highways.

32.3. Reserved space designations will be stenciled approximately 2 inches from the bottom of the sign.

33. A major accident is any accident resulting in an injury or death, damage to private or government property, vehicle damage exceeding \$10,000, or incapacitation of the vehicle(s).

33.1. The drivers of all vehicles, when involved in a major accident will:

33.1.1. Unless incapacitated, immediately report the accident to the LED, at extension 2-2001, 2-2002, 2-2003.

33.1.2. Stop the vehicle as close as possible to the point of impact without obstructing traffic more than necessary.

33.1.3. Do not move the vehicle until the investigating SF member gives permission.

33.2. For minor accidents, (non-injury, minor functional vehicle damage) vehicle operators have 72-hours from time of occurrence to report it to SF. However, it is highly advisable to report vehicle accidents at the time of occurrence to meet personal insurance claim requirements.

33.2.1. The 89 SFS will not accept minor accident reports in instances where vehicle operators neglected immediate accident reporting requirements (over 72-hours from time of occurrence).

33.3. When a GOV is involved in a major or minor accident it will be turned into 89 TRANS/LGTM within 24 hours or the next duty day of the accident.

**34. Accident Reports.** Vehicle accident reports, traffic citations, and written statements given in connection with vehicle accidents, become official Air Force records. Any request for such reports by civil agencies or private parties, such as insurance companies, claim adjusters, etc., will be referred to the 89 SFS/SFA. In accordance with AFMAN 23-220, *Reports of Survey For Air Force Property*, Vehicle Control Officer's will investigate the accident and file a report of survey as required within 30 days of the accident.

**35. The CSF will:**

35.1. Provide staff assistance and guidance in matters pertaining to traffic control.

35.1.1. Coordinate with appropriate agencies sponsoring major functions on traffic control requirements. Sponsors will provide parking detail and entry control assistance as required.

35.1.2. Assign personnel to perform traffic control duties at traffic control points when needed during normal and emergency operations.

35.1.3. Ensure traffic control points (TCP) are manned when deemed appropriate.

35.2. The chief of safety will conduct investigations and collect data on accidents IAW safety directives.

35.3. The base civil engineer will:

35.3.1. Develop plans for construction or improvement of streets, layout parking areas and install/maintain traffic control devices/signs.

35.3.2. Ensure the 89 SFS is supplied with appropriate materials and signs needed to efficiently control traffic during normal operations, special activities, severe weather, and emergency situations.

**36. Impounding Privately Owned Vehicles.** POVs on Andrews AFB may be impounded for criminal investigation or follow-up on a traffic accident investigation.

37. Illegally parked vehicles or vehicles suspected of being abandoned will be reported to SF for disposition. SF will arrange for towing and disposition of these vehicles.

37.1. SF may immediately tow vehicles from street or parking lots for the following reasons:

37.1.1. To prevent injury.

37.1.2. To eliminate safety hazards.

37.1.3. To ensure normal flow of traffic.

37.1.4. To provide adequate space for fire fighting equipment.

37.1.5. To ensure posted fire lanes are clear.

37.1.6. To ensure snow removal emergency routes are clear.

37.2. If the owner cannot be contacted within 72 hours, the vehicles will be treated as abandoned.

37.3. Vehicles will only be towed on base by 89 TRANS/LGTO, an authorized private towing agency, or with a towing bar specifically designed for towing. Any other method of towing is prohibited. The 89 TRANS/LGTO will only tow vehicles in emergency situations (i.e. vehicle is blocking the road) and they will only be towed to the nearest parking lot. The 89 TRANS/LGTO does not accept any responsibility for damage that may be caused to the vehicle during the towing procedure.

38. Any vehicle not properly registered, inoperative, parked with flat tires, broken windows, or extensive physical damage, will be considered abandoned.

38.1. Any vehicle described above will not be towed onto the installation. Vehicles with major operational repairs (repairs which would reasonably require more than 1 hour to complete) will only be towed to the AAFES Car Care Center or the Auto Hobby Shop.

38.2. A DD Form 1408 will be used to cite possible abandoned vehicles. Instructions to the owner will be included on the back of the pink copy of the citation and attached to the vehicle. The owner will be instructed to report to 89th Security Forces Investigations (89 SFS/SFOI) and provide proof of ownership and registration on the vehicle within 72 hours.

38.3. If the owner is contacted, they will do one of the following within 72 hours:

38.3.1. Correct or prove good faith effort to correct the discrepancies.

38.3.2. Properly register the vehicle.

38.3.3. Remove the vehicle from the installation.

38.3.4. Place the vehicle in an approved major repair work area.

38.4. If the owner of the vehicle cannot be contacted within 48 hours, the following actions will be taken:

38.4.1. An 89 AW Form 105, **Impoundment Notice**, will be posted on the vehicle by 89 SFS/SFOI.

38.4.2. After 3 days, the 89 SFS/SFOI will have the vehicle towed and impounded.

38.5. Vehicle towing and impoundment initiated by SF will be conducted through a contracted towing and storage company designated by the CSF.

38.6. Vehicle owners will contact the SF Investigations at extension 2-5656 to have their vehicle removed from impoundment. There is a 24-hour notice required to reclaim a vehicle.

38.7. Prior to the release of an abandoned vehicle, owners are obligated to meet financial responsibilities of towing and storage fees.

38.8. Any vehicle not claimed by the last registered owner within 60 days is subject to disposal by the contracted towing and storage company.

39. Only individual's licensed to repossess vehicles will be permitted to do so between the hours of 0700 to 1630, Monday through Friday. They will be directed to 89 SFS/SFOI, Bldg. 1845.

39.1. The individual will present a court order specifying the repossession of the vehicle to the desk sergeant.

39.1.1. The investigator will contact the Staff Judge Advocate (SJA) and determine the legality of the document.

39.1.2. The investigator will contact the first sergeant of the person in possession of the vehicle.

39.1.3. The first sergeant will contact the individual and have them respond to the vehicle's location, or the first sergeant will act as the individual's representative if the individual cannot be contacted. The individual or representative will be allowed to remove personal items from the vehicle.

39.1.4. The investigator will escort the individual repossessing the vehicle to the vehicle's location.

39.2. SF personnel cannot force an individual to turn over a vehicle, however, the court order will allow them to monitor retrieval of the vehicle and their presence will prevent the possibility of a confrontation.

40. The 89 CES/CEHL will issue all permits to the residents of Summerfield. Permits are a rearview mirror-hanging card that states "Summerfield Parking Permit" with the residence address printed on the back.

40.1. The 89 CES/CEHL will maintain a record of all permits issued and will include the name, address, and phone number of the recipient. A record of lost/stolen permits will also be maintained.

40.1.1. Residents will be issued two permits upon signing for their housing unit for personal and visitor use.

40.1.2. Additional permits can be obtained from 89 CES/CEHL. Two additional permits can be issued in person with a verbal request. These permits can be issued for up to 30 days.

40.1.3. If more than two additional permits or an extension are needed, the requester must submit a written request addressed to 89 CES/CEHL. The request must include all of the resident's information, as well as the number and time frame the additional permits are needed. The CES/CEHL will maintain this letter on file.

40.2. The 89 SFS/SFOOS, 89 CES/CEHL, and designated representatives may request through the towing contractor to have a vehicle removed from the Summerfield housing area. The 89 SFS/SFOOS, 89 CES/CEHL and the Andrews AFB LED are designated representatives. Military members of Summerfield must contact 89 SFS/SFOOS, 89 CES/CEHL, or Andrews AFB LED to have a vehicle removed.

40.2.1. Upon notification of an illegally parked vehicle, or one without a parking permit, a designated representative will meet with the complainant for identification of the vehicle. The vehicle information, complainant's name, address and phone number will be recorded.

40.2.2. The representative must make every effort to contact the vehicle's owner. If the owner is found, the representative will brief them on parking requirements and have the owner comply.

40.3. Towing procedures:

40.3.1. If the owner is not found, or will not comply with the requirements, then the representative will contact 89 SFS/SFOOS at (301) 808-0983 or 89 CES/CEHL at (301) 808-7300 during duty hours or Andrews AFB LED at (301) 981-2001 during non-duty hours. These agencies will in turn contact the towing contractor to have the vehicle removed from the property. The 89 CES/CEHL will ensure all Summerfield residents are provided current contact numbers for towing.

40.3.2. The representative must stay with the vehicle until the towing service arrives and sign the tow slip.

40.3.3. The representative will record the following information at the time of impoundment: date, time, location, make/type of vehicle, color, license plate number, vehicle identification number and the reason the vehicle was towed. The representative is required to obtain, and forward this information to 89 CES/CEHL as soon as possible.

GLENN F. SPEARS, Brigadier General, USAF  
Commander, 89th Airlift Wing